



**FULTON COUNTY PERSONNEL DEPARTMENT**  
FORT JOHNSTOWN BUILDING  
1 E. MONTGOMERY STREET  
JOHNSTOWN, NEW YORK 12095  
Phone: (518) 736-5574 \* Fax: (518) 736-1027

**announces a Civil Service examination  
for the following:**

**No. 11011 Open Competitive  
Decentralized – Training and Experience  
\* \* \* LIBRARY DIRECTOR I \* \* \*  
Johnstown Public Library**

**LAST FILING DATE  
NOVEMBER 29, 2011**

**NOTE: There is no written exam for this title. See Subjects of Examination on Page 2.**

A \$12.50 PROCESSING FEE OR WAIVER OF THIS FEE MUST ACCOMPANY YOUR APPLICATION

**FEE:** There is a \$12.50 non-refundable examination fee. When filing an application by mail, include a cashiers check or money order, payable to the Fulton County Treasurer. **Do not send cash or a personal check.** When filing in person with cash, the exact amount must be submitted. If the fee or fee waiver documentation proof does not accompany the application, the application will be rejected and returned to the applicant. There will be NO REFUNDS to applicants who fail to meet the minimum qualifications, therefore, applicants are cautioned to review this announcement carefully.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification.** If you can verify eligibility for application fee waiver, complete a "Request for Examination Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Last Filing Date as listed on the Examination Announcement. (The Request for Examination Application Fee Waiver and Certification form can be obtained from the Fulton County Personnel Department, Fort Johnstown Building, 1 E. Montgomery Street, Johnstown, New York 12095, telephone number 518-736-5574.)

**APPLICATIONS:** Applications are available at the Fulton County Personnel Department or on the Fulton County website [www.fultoncountyny.gov](http://www.fultoncountyny.gov). Examination applications must be obtained and filed with the Fulton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received after 5:00 PM, on the last filing date, the application will be rejected and returned to the applicant. The correct number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. Under "Duties" you must describe the nature of the work personally performed by you, with estimated percentages of time spent on each type of work. This department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay.

Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination.

Any application you may have previously filed will not gain you admittance to the exam and will not be used to obtain additional information. You must refile a separate application during the official filing period as set forth in this announcement.

**DISQUALIFICATION OF EXAMINATION APPLICATIONS:**

When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Department, 1 East Montgomery Street, Johnstown NY 12095, and received in this department no later than 5:00pm of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 5:00pm that following Monday to submit their appeal.

**PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS  
AND WITH OTHER MOBILITY IMPAIRMENTS - REMOVE AFTER LAST FILING DATE**

**LOCATION OF POSITIONS/VACANCY:** There is currently one anticipated vacancy in the Johnstown Public Library.

**ELIGIBLE LIST:** The eligible list will remain in existence for a period of one (1) year, unless extended by the Director of Personnel to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill this vacancy and any other appropriate full-time or part-time competitive vacancy occurring in an agency under the jurisdiction of the Fulton County Director of Personnel, anytime during the life of the eligible list.

**2012 ANNUAL SALARY RANGE:** \$38,000 - \$45,000, with a very competitive benefits package.

**RESIDENCY:** Candidates must, at the time of examination and at least four (4) months prior thereto, be a resident of New York State.

Preference in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for four (4) months prior to the date of the test. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

**LIBRARY DESCRIPTION:** The Library Director I will work closely with the fifteen-member Board of Trustees. The Johnstown Public Library is a municipal library of the City of Johnstown which is the county seat for Fulton County. The City has a population of over 8,700 people and is located at the foothills of the Adirondack Mountains, slightly north of the Mohawk River. The Library was chartered in 1901 and is housed in an expanded and renovated Carnegie facility.

- 2011 adopted budget is \$366,095
- Funding source is primarily the City of Johnstown
- Staff of approximately 7 FTE
- Collection of 44,000 items
- Circulation of 88,021
- Program attendance of 9,634
- Building size – 12,500 square feet
- Two phases of three-phase master plan completed
- Member of the Mohawk Valley Library System
- Automation – Polaris (consortium with Mohawk Valley Library System & Southern Adirondack Library System)

Additional information may be found at [www.johnstownpubliclibrary.info](http://www.johnstownpubliclibrary.info).

**TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):**

Recommends and administers personnel policies;  
Recommends necessary library services to the Library Board;  
Evaluates the effectiveness of the library's services in relation to the changing needs of the community;  
Recommends and administers public relations programs;  
Recommends appointments, transfers, promotions and dismissals;  
Revises and corrects the work of professional and non professional personnel;  
Conducts staff meetings;  
Attends professional meetings (may include City Council, City Department Head and other meetings as required by the Library Board);  
Represents the library at community and group meetings;  
Prepares preliminary budget estimates;  
Submits a budget to the Library Board;  
Directs and supervises the expenditures of library funds;  
Recommends and administers policies on the purchase of library materials;  
Keeps informed of professional developments;  
Directs and supervises fund-raising activities;  
Recommends and administers grant opportunities;  
Works with Library Board on governance issues and long-range planning;  
Performs difficult and involved informational, reference and referral services;  
Selects materials for acquisition;  
Compiles booklists and bibliographies;  
Supervises the maintenance of buildings and grounds;  
Recommends repairs, alterations and new construction;  
Plans the installation of new types of services;  
May perform original cataloging and classifying;  
Performs other related duties as assigned by the Library Board.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last filing date: Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma and a Master’s Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State education Department as following acceptable education practices and 0-2 years of post MLS professional library experience.

**SPECIAL REQUIREMENT:** Eligibility for a New York State librarian’s professional certificate at time of application for appointment. Possession of certificate at time of appointment.

All experience required to meet the minimum qualification section is PAID.

Part-time experience will be pro-rated as follows:

16-23 hrs/wk....1/2 time      24-31 hrs/wk....3/4 time      32+ hrs/wk....full-time

A copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar’s Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified and you will be given ten (10) days to submit documentation to substantiate your qualifications. If you fail to provide a copy or photocopy of your official transcript within the ten (10) day period, you will not be allowed to participate in the examination.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency from a member company of the National Association of Credential Evaluation Services, Inc. (NACES). You can write to the Examination Information Desk of this Department for a list of NACES members who provide this service. You must pay the required evaluation fee.

**SUBJECTS OF EXAMINATION:** There will be no written or oral test for this examination. The training and experience of candidates will be evaluated against the general background of the positions. You must first fill out an application and return it to this Department on or before the final filing date. If you meet the minimum qualifications we will send you a questionnaire which will request detailed information regarding your training and experience. You must complete this questionnaire and return it by the date specified. It is essential that you give complete and accurate information on the application form and on the training and experience questionnaire. You will not receive credit for vague or inaccurate information

Breadth of Non-Library Science Education

On the questionnaire you will be required to provide information on all courses you claim for credit in the category of Breadth of Non-Library Science Education. Please provide course descriptions for all such courses claimed for credit.

**REVIEW AND APPEAL PROCEDURES:** Candidates, except those who are immediately reachable, will be permitted to review their test papers, the rating scale and how it was applied. Candidates may submit appeals. The New York State Civil Service Commission is responsible for determinations on appeals of specific candidate’s ratings and on the rating scale.

**VETERANS’ CREDITS:** Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans’ credit is permitted, are defined in Question 11 on the examination application. To receive additional veterans’ credit you must file a separate Veterans’ Credit Application including acceptable supporting documentation for each examination. Veterans’ Credit is added only to the score of the examination when the candidate’s passing grade is 70 or higher.

**CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT:** In conformance with sections 85-a and 85-b of the Civil Service Law, children and siblings of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. Children and siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**FULTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.**

ISSUED: 11/07/11